



Workforce Development Grants

Guidelines and Application

July 2011

For More Information Contact:

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PURPOSE

Workforce Development Grants fund programs that emerge from industry, industry clusters, schools or collaborations that build capacity, increase responsiveness or demonstrate innovation to address workforce needs. Funds also may be granted to secondary and post secondary education institutions to develop and deliver curriculum that prepares students for a seamless transition from high school or post secondary school to the workforce.

I. APPLICANT ELIGIBILITY

Eligible applicants include educational institutions and non-profit, industry-driven organizations in the region statutorily defined as the Taconite Assistance Area (TAA) M.S. 273.1341.

II. PROGRAM ELIGIBILITY

Programs that are eligible for funding must benefit the following high-growth, high-demand industry sectors:

- Education
- Energy
- Health Care
- Manufacturing and assembly industry
- Mining
- Technologically innovative industries that manufacture goods or provide a service that is primarily exported from the region

Eligible educational programs include (but are not limited to) the following:

- Applied Learning Initiative (ALI)
- Center for Excellence Programs
- Health Education Industry Partnerships Programs
- Health Occupation Students of America (HOSA)
- Make IT Programs
- Manufacturing Skills Standard Council (MSSC) Assessment and Certification Programs
- Minnesota Education Coalition (MEC) Programs
- Project Lead the Way (PLTW)
- Regional Applied Math Programs (RAMP)
- Science, Technology, Engineering and Math (STEM)
- Science, Technology, Engineering Programs (STEP)

Program support or endorsement from the following types of education, trade or professional organizations is encouraged:

- Arrowhead Manufacturing and Fabricators Association
- Health Education Industry Partnership
- Iron Mining Association
- Life Science Alley
- Mining Minnesota
- Minnesota Manufacturing Coalition
- Minnesota Precision Manufacturing Association
- Minnesota Technology
- Northeast Higher Education District/MNSCU
- Rural Health Care Taskforce
- Universities
- Workforce Investment Board (WIB)

III. FUNDING

It is the intent of IRRRB to limit grant awards to a maximum of \$100,000, although the agency reserves the right to grant awards higher than this amount should circumstances warrant.

IV. EVALUATION AND CRITERIA

(A) WORKFORCE IMPACT – *Priority #1*

The proposed program should describe how it provides a seamless education to work pathway for emerging and incumbent workforces by addressing the following:

- Ability to align curriculum with industry demands
- Ability to attract living wage jobs
- Ability to support retention and expansion of local industries
- Expected number of participants
- Expected outcomes and measures of the program
- Financial sustainability
- Increased career awareness
- Program best practices as recognized on a national, state or regional level
- Qualifications of the lead principal on the project

(B) PARTNERSHIPS – *Priority #2*

Provide details of the program’s ability to fulfill the following partnership requirements:

- Define recruitment strategies for partner development
- Describe the governance of the primary partners

- Describe how program objectives foster partnerships and increase collaboration
- Identify current partners
- Include a history of previous partnership activities
- Letters of support or endorsement

(C) LEVERAGE – Priority #3

Loans, grants, equity, or other financial incentives from sources other than IRRRB must be leveraged at a minimum of 3:1.

(D) TIMELINESS – Priority #4

The applicant must provide a statement relating to the likelihood of a timely and successful implementation of the project and a statement certifying that all financing is in place. The project should be ready to start within a year after the grant award.

V. APPLICATION PROCESS

Once an applicant has reviewed the eligibility, identified needs, structured a program, demonstrated the ability to meet criteria and secured all necessary local authorizations, a program application must be submitted. Please submit completed applications to the Agency address on the front cover of this manual.

All projects submitted for funding are evaluated on an individual basis. **Project funding is subject to Commissioner, Board, and Governor Approval.** Projects are reviewed as to how well the Evaluation and Criteria in Section IV. are addressed.

IRRRB accepts applications for Workforce Development Grants on an on-going basis throughout the year. Applications are reviewed quarterly, so please contact staff for upcoming deadlines. Certain information in the application may become public data in accordance with Minnesota Government Data Practices Act, Minnesota Statute Chapter 13. **Business plans and associated documentation are not public data and will remain confidential.**

The application should include:

- 1) A completed Program Application Cover Sheet, page 4.
- 2) A narrative description that addresses how the program meets the Workforce Impact, Partnerships, Leverage and Timeliness criteria in Section IV. More than one narrative may be included per page.
- 3) A Program Budget and Timetable, page 5.
- 4) Any other letters, exhibits, reports or studies that support the application.

Workforce Development Grants

Application Cover Sheet

Date Submitted: _____

Project Description: _____

Applicant Organization's Name: _____

Address: _____

Contact Person: _____

Title: _____

Phone #'s: Office: _____

Cell: _____

Fax: _____

Email Address: _____

SIGNATURES

I declare that any statement in this application, or information provided herein is true and complete to the best of my knowledge and hereby acknowledge that I have read and understand the following statement:

"The State of Minnesota and its agents have the right to verify information provided in this application. False information, in addition to disqualifying the applicant from future consideration for financial assistance, may also subject the applicant to the penalty provision of M.S. §609.645."

Applicant: _____

By: _____ Title: _____ Date: _____

Attest: _____ Title: _____ Date: _____

Program Budget and Timetable

USES	SOURCES (Be Specific)						
Detailed Project Costs	Applicant	IRRRB	Other	Other	Other	Other	Total
Estimated Project Costs							

Estimated Timetable

Please fill out the following anticipated dates.

ACTIONS	DATE
Program commencement:	
Program completion:	